

NOTE: MEETING MINUTES ARE IN DRAFT FORMAT AND HAVE NOT BEEN APPROVED BY MEMBERS OF THE STATE ADVISORY COUNCIL ON JUVENILE JUSTICE, AS SUCH, INFORMATION IN THE MINUTES HAS NOT BEEN APPROVED FOR CONTENT AND ACCURACY.

JUVENILE JUSTICE STATE ADVISORY COUNCIL  
Department of Human Services, State of Hawaii  
Office of Youth Services  
1010 Richard Street, Honolulu Hawaii 96813-2940

Youth Sub Committee Meeting  
Hosted on Zoom  
(Link available upon request)

Monday, August 23, 2024  
10:00 a.m.-12:00 p.m.

Members Present: Anastasia Neumann, , Melissa Mayo, Andrew Sabanal, Tori Ikeda, DJ Hadley,  
Tyrik Namelo

Members Absent: Katchan Betiru

Members Excused: Delia Ulima, Kacie Lambert, Tianna-Celis Webster

Guests Present:

Staff Present: Shannessy Ahu, Sheri Sagayaga, Norene Machida

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
<p>I. Call to order/Establishment of Quorum</p> <ul style="list-style-type: none"> <li>• Introduction of Members &amp; Guests</li> <li>• Establish Quorum (5/8)</li> </ul>	<p>(2:33) A Neumann</p> <ul style="list-style-type: none"> <li>• Meeting called to order at 10:05 am by Chair, Anastasia Neumann</li> <li>• Quorum not established at this time</li> <li>• Sunshine Laws Reminders</li> <li>• <b>Quorum of board members must be visible</b> to other members and the public during a remote meeting. Member’s brief absence from view during a meeting, such as to take a five-minute restroom break, would not cause the board to lose quorum.</li> <li>• <b>However</b>, if a board member who is needed to meet the quorum requirement will be out of view for an extended period of time or will be absent during a vote, the board should call for a recess until quorum can be reestablished.</li> <li>• Meeting is open to the public</li> <li>• Recorded and posted to the Office of Youth Services&gt; Juvenile Justice State Advisory Council (JJSAC)&gt;Meeting Minutes <a href="https://humanservices.hawaii.gov/juvenile-justice-state-advisory-council-agendas-and-minutes/">https://humanservices.hawaii.gov/juvenile-justice-state-advisory-council-agendas-and-minutes/</a></li> <li>• <b>If the audio-visual connection is lost</b>, the Sunshine Law requires the meeting to automatically recess for up to 30 minutes while the board attempts to restore the connection. If no connection is restored, the meeting will be cancelled and re-scheduled</li> </ul>			

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
	<p>(10:36) A Neumann Introduction of Members &amp; Guest</p> <ul style="list-style-type: none"> <li>• Anastasia Neumann-JJSAC Member, Chair, Youth Committee</li> <li>• DJ Hadley, Youth Member, Adult Friends for Youth</li> <li>• Andi Sabanal, Youth Member, Youth Partner, EPIC OHANA</li> <li>• Mellisa Mayo, Youth Member, Pono Process Lead, EPIC OHANA</li> <li>• Tori Ikeda, Youth Member, EPIC OHANA</li> <li>• Mellisa Mayo, Youth Member, Pono Process Lead, HI HOPES, EPIC OHANA</li> <li>• Tyrik Namelo, Youth Member, Adult Friends for Youth</li> <li>• Shannessy Ahu, Children &amp; Youth Specialist, Office of Youth Services</li> <li>• Sheri Sagayaga, Children &amp; Youth Specialist, Office of Youth Services</li> <li>• John Paekukui, Compliance Monitor, Office of Youth Services</li> <li>• Norene Machida, Office Assistance, Office of Youth Services</li> </ul> <p>• Quorum has been established</p>			
II. Consideration and Approval of Minutes for the Following	(10:10) A. Neumann			

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
Meeting(s): <ul style="list-style-type: none"> <li>• July 19, 2024 (To be approved)</li> </ul>	<ul style="list-style-type: none"> <li>• Consideration of minutes for July 19, 2024</li> <li>• Motion to approve by M. Mayo</li> <li>• Seconded by A. Sabanal</li> <li>• All in favor</li> </ul>			
III. Community Input <b>[Pursuant to section 92-3, Hawaii Revised Statutes, Community Members will have 3 mins. to speak, i.e., per person, per item, or written testimony can be submitted on agenda items]</b>	(10:17) A Neumann <ul style="list-style-type: none"> <li>• No community input and testimony received</li> </ul>			
IV. Old Business: (Open for discussion) <ul style="list-style-type: none"> <li>• Youth Corner Presentation at the Juvenile Justice State Advisory Council (JJSAC)</li> </ul>	(10:18) A Neumann Youth Corner <ul style="list-style-type: none"> <li>• Youth Committee provides presentations to the Juvenile Justice State Advisory Council (JJSAC)</li> <li>• Members have the opportunity to present at the Youth Corner</li> </ul>			
V. New Business: <ul style="list-style-type: none"> <li>• Sunshine Law Training</li> </ul>	(10:19) S. Ahu <ul style="list-style-type: none"> <li>• The Sunshine Law training was developed by the Office Of Information practice               <ul style="list-style-type: none"> <li>○ How to run the meeting</li> <li>○ Things that are required fo a meeting</li> <li>○ All Sub Committees are required to take this training</li> </ul> </li> </ul>			

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
	<ul style="list-style-type: none"> <li>○ Please take notes and place any question in chat</li> <li>○ The training is 1:11 minutes long</li> <li>○ Links for this training will be sent to Youth Committee members to review</li> </ul> <p>Training -Sunshine Law  <a href="https://oip.hawaii.gov/wp-content/uploads/2024/08/Sunshine-Law-Part-1-all-slides-matched-to-transcript-handout-2024.pdf">https://oip.hawaii.gov/wp-content/uploads/2024/08/Sunshine-Law-Part-1-all-slides-matched-to-transcript-handout-2024.pdf</a></p> <p>Powerpoint Slides  <a href="https://oip.hawaii.gov/wp-content/uploads/2024/08/Transcript-of-Sunshine-Law-Basic-Video-Training-Part-1-2024.pdf">https://oip.hawaii.gov/wp-content/uploads/2024/08/Transcript-of-Sunshine-Law-Basic-Video-Training-Part-1-2024.pdf</a></p>			
<p>VI. Action Items &amp; Next Steps</p> <ul style="list-style-type: none"> <li>● Youth Committee Brochure</li> </ul>	<p>(11:34) A Neumann</p> <ul style="list-style-type: none"> <li>● Reviewed the Youth Committee Brochure for: <ul style="list-style-type: none"> <li>○ Editorials, color, youth friendly, what needs to be included, to “wordy”</li> <li>○ Circulate to any young person interested in membership on the Youth Committee</li> </ul> </li> </ul> <p>(11:42) T. Ikeda</p> <ul style="list-style-type: none"> <li>● It is “wordy” and could add more pictures <ul style="list-style-type: none"> <li>○ Would need more time to review and make suggested edits</li> </ul> </li> </ul>			

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS/ ACTIONS/CONCLUSIONS	PERSON(S) RESPONSIBLE	DATE DUE
	(11:45) A. Neumann <ul style="list-style-type: none"> <li>• Please come with your suggested edits to finalize the brochure at our next meeting in September</li> </ul>			
VII. Future Agenda Items (open for discussion) <ul style="list-style-type: none"> <li>• Robert Rules Training</li> <li>• Review Youth Committee Charter</li> <li>• Proposed Goals and Activities for Committee</li> </ul>	(11:46) A Neumann Next topics we will be discussing at the next meeting <ul style="list-style-type: none"> <li>• Robert Rules Training</li> <li>• Review Youth Committee Charter</li> <li>• Proposed Goals and Activities for Committee`               <ul style="list-style-type: none"> <li>○ What direction withing the Community to effect change</li> </ul> </li> </ul>			
VIII. Announcements (open for discussion)	(11:47) A Neumann <ul style="list-style-type: none"> <li>• No announcements</li> </ul>			
IX. Next Scheduled Meetings: Monday, September 23, 2024 Monday, October 28, 2024	(11:48) A Neumann <ul style="list-style-type: none"> <li>• Monday, September 23, 2024</li> <li>• Monday, October 28, 2024</li> </ul>			
X. Adjournment	(11:49) <ul style="list-style-type: none"> <li>• Motion to adjourn by DJ Hadley</li> <li>• Seconded by T.</li> <li>• All in favor by A. Neumann</li> <li>• Motion carried meeting adjourned at 11:49pm</li> </ul>			